

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER —  
EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN,  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION,  
AGE OR SEXUAL ORIENTATION.



# CEA

## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 3, DEPUTY DIRECTOR  
WELFARE TO WORK DIVISION

**SALARY:** \$5768 - \$8854

**FINAL FILE DATE:** OCTOBER 20, 2004

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Director and Chief Deputy Director, the CEA 3, Deputy Director is responsible for planning, organizing, coordinating, and directing the statewide operation of the Welfare to Work Programs and the Welfare to Work Division in the California Department of Social Services. The Deputy Director advises and assists the Director and Chief Deputy Director in the formulation, implementation, and evaluation of departmental programs, policies, and procedures; provides overall direction to the Welfare to Work Division; and represents the Department and/or the Director in various sensitive settings. The Deputy Director determines and establishes relationships with appropriate contacts, and focuses the Division's resources on influencing welfare to work strategies and policy development with the Legislature, control agencies, Health and Human Services Agency, Federal government, and the media. The Deputy Director directs five branches in the Division.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical

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**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

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### **EXAMINATION INFORMATION (CONTINUED)**

that each applicant include in these documents specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates if it is determined necessary to make a selection. It is anticipated that examination interviews may be held during **October/November 2004**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Directors.

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

### **DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of the California Department of Social Services, particularly those of the Welfare to Work Division.
- b. Knowledge of the CalWORKS, Food Stamp, Child Care, and Refugee Resettlement programs, as well as others which interface with them.
- c. Knowledge of governmental and other agencies involved in the distribution of various benefits.
- d. Ability to develop strategies to smoothly and effectively implement program changes as a result of law or regulation change.
- e. Knowledge of the implementation and maintenance of major information technology systems relating to program operations.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (CONTINUED)**

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) An in-depth knowledge of the organization and functions of California State government, including the organization and practices of the Legislature and Executive Branch; knowledge of principles, practices, and trends of public administration, organization, and management; knowledge of techniques of organizing and motivating groups; knowledge of program development and evaluation; knowledge of methods of administrative problem solving; principles and practices of policy formulation and development, and of personnel management techniques. Knowledge of the Department's Equal Employment Opportunity objectives and a manager's role in the Equal Employment Opportunity Program, and of the processes available to meet equal employment opportunity objectives.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; ability to analyze administrative policies, organization, procedures, and practices; ability to integrate the activities of diverse programs to attain common goals; ability to gain the confidence of top level administrators and advise them on a wide range of matters; ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; ability to analyze complex problems and recommend effective courses of action; and the ability to prepare and review reports. Ability to select, develop, and motivate subordinate managers to achieve the goals and objectives of the Department and Division.

The knowledge and abilities indicated above for the **CEA 3** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants should file an Application for Examination (STD 678) with the:

California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, MS 15-59, Room 1516  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **October 20, 2004**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason. All applications **must** include a one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position. Resumes are optional and do **not** take the place of the one-page summary of qualifications.

Questions concerning the exam process should be directed to Chris Wills  
at (916) 654-1679.

Questions regarding the position should be directed to Judy Moore  
at (916) 657-1822.